

**W-2 Contractor Payment Structure**  
**2013 – 2016 Contracts**  
(Requirements for 2015)

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Note: Definitions for some common terms in this document can be found in the [Related Programs Contract 2013-2016](#) and the [W-2 Manual Glossary](#).

## **Section 1: Summary of 2015 Changes and Corrections**

### **I. Monthly Capitated Payment**

The W-2 Contractors did not bid on capitation price and quantity. The W-2 Contractor will receive a monthly capitated amount equal to 1/12<sup>th</sup> of 50% of their total maximum budget.

### **II. Partial Job Attainments**

When a Partial Job Attainment is earned first and the W-2 Contractor later receives the difference between the Job Attainment amount and the previously paid Partial Job Attainment, the approved claim will not count against the W-2 Contractor's Projected 2015 Performance Outcome Quantity for Job Attainments.

### **III. Long-Term Participant Job Attainments**

The Long-Term Participant Job Attainment requirements were updated to include an individual who used at least 6 months of the 60 month state W-2 clock in calendar year 2013 (unchanged) or used at least 6 months of the 60 month state W-2 clock in calendar year 2014 (changed). Reference Section II.D for more details on Long-Term Participant Job Attainment requirements.

### **IV. Corrections to Previous W-2 Contractor Payment Structure Document**

The previous document stated that the performance outcome payment was to be applied to the performance outcome contract amounts for the year in which the Claim Effective Date occurred. It has been corrected to state that the performance outcome payment will be applied to the performance outcome contract amounts for the funding period in which the Primary Employment Begin Date or the Date of Change occurred.

The previous W-2 Contractor Payment Structure document stated that to claim a Job Retention outcome payment, the eligible parent, in either a one-parent or two-parent household, must be in an open W-2 placement and that placement could not be a CMF. The CMF placement exclusion language for Job Retention outcome payments has been removed.

## **Section 2: Monthly Capitated Payments**

The W-2 Contractor will be paid a monthly capitated amount equal to 1/12<sup>th</sup> of 50% of the total maximum budget.

Payments will be generated according to the [Claims and Payment Calendar 2015](#).

## **Section 3: W-2 Contractors' Claims Process for Performance Outcomes**

W-2 Contractors will earn payments based on the attainment of the following six performance outcomes:

- 1) Job Attainment;
- 2) Long-Term Participant Job Attainment;
- 3) Partial Job Attainment;
- 4) Job Retention;
- 5) SSI/SSDI Attainment; and
- 6) Emergency Assistance Timely Processing.

## I. Performance Outcome Payments Overview

The W-2 Contractor will be paid on a per outcome attainment basis for each performance outcome. The W-2 Contractor must approve claims through CARES by 9:00 pm on the last working day of each month in order to receive payment for the claims in the following month. The Department of Children and Families (DCF) will generate performance outcome payments to the W-2 Contractor based on the information in CARES. Payments will be generated according to the schedule of [Claims and Payment Calendar 2015](#).

Only claims verified and approved by the W-2 Contractor will be considered for payment. The W-2 Contractor must use document code POPD in the Electronic Case File (ECF) for all performance outcome payment documentation. DCF has established an adjudication process that will apply to all W-2 Contractor approved claims. DCF will generate a monthly report in WebI, POP Report 01: W-2 Job-Related Performance Outcome Details by Contract Agency for the Month, which will identify all claims approved, denied and paid in that month. There will also be a weekly report displaying all of a W-2 Contractor's claims including initiated, approved, withdrawn, and denied. The CARES screen WPOL will display in real time all initiated claims, as well as claims that were approved, withdrawn, and denied within seven calendar days of the current date.

## II. Conditions Required for Job – Related Performance Outcome Payment

There are four types of job-related performance outcomes:

- 1) Job Attainment;
- 2) Partial Job Attainment;
- 3) Long-Term Participant Job Attainment; and
- 4) Job Retention.

The Primary Employment Begin Date (PEBD) is defined as the first date for which the participant was paid by the employer. This date must be accurately recorded on WPEH.

**Example:** A participant is hired on January 1, 2015, however, the first day the participant reports to work and starts being paid by their employer is not until January 15, 2015. The PEBD must be recorded on WPEH as January 15, 2015.

The PEBD should not change unless there is a participant in a CMC placement who is returning to employment after maternity leave. In this scenario, the PEBD must be entered as if it is a new employment as of the date the participant returns to employment directly from the CMC placement after her leave.

**Example:** The PEBD for a participant was October 15, 2014. The participant is placed in a CMC and returns back to work on January 1, 2015. The PEBD must be recorded on WPEH as January 1, 2015.

A W-2 Contractor can earn a performance outcome payment for this employment provided all of the requirements are met.

Date of Change (DOC) is defined as a change in hours or wages for an employment sequence within 180 days of the PEBD. A DOC should be recorded by the W-2 Contractor if there is an interruption in employment or when hours/wages are reduced, and again if the hours/wages are increased. The W-2 Contractor must be able to provide the documentation from the employer that clearly documents the change in hours or wages.

**Example:** A participant begins their employment, and their first assignment with a Temporary Agency is on January 1, 2015. The assignment ends on March 15, 2015, reducing the participant's earnings to zero. The participant begins a new assignment on April 1, 2015. This should be recorded as a DOC on WPEH as of the participant's return to their employer on April 1, 2015. There should be three entries recorded on WPEL. The first entry recorded for the PEBD, a second for the change in hours when the assignment ended, and a third for the DOC when a new assignment began.

CARES will look at the PEBD recorded on WPEH when determining the PEBD for the performance outcome claim. It is possible to backdate the PEBD without impacting the claim as long as the performance outcome payment requirements are met as of the PEBD.

Before approving a job-related claim in CARES the W-2 Contractor must verify that all required conditions are met and properly recorded in CARES and verification is scanned into the participant's ECF using the document code POPD. During the contract year, it is possible for a W-2 Contractor to successfully earn all four job-related performance outcome claims for a single individual.

In a two-parent household, job-related employment claims can potentially be made on each parent. Refer to A. through E. below for details on verification requirements for a two-parent household.

When multiple employments are combined to meet a job-related performance outcome, the W-2 Contractor must designate one of those employments as the primary employment in CARES. The PEBD is used by CARES in the process of validating that the performance outcome requirements have been met. This process is described in more detail in A. through E. below. The following is a description of conditions required for each type of job-related performance outcome.

**A. Job Attainment:**

The Job Attainment outcome payment is payable under the following conditions:

1. The W-2 Contractor has verified that the individual has secured unsubsidized employment that complies with all state and federal labor laws.
2. The W-2 Contractor has verified that a single employment, designated in CARES as the PEBD or a DOC, has lasted at least 31 calendar days with no interruptions.
3. The W-2 Contractor has verified that within 180 days after the PEBD, either a. or b. below was met from one job or a combination of multiple jobs:
  - a. Total hours worked (including paid days off) equals or exceeds 110 hours over a 31 calendar day timeframe. This condition may be met within the first 31 calendar days of the PEBD, or in the 31 calendar days following a DOC.
  - or-
  - b. The individual has earned at least \$870 in gross unsubsidized wages over a 31 calendar day timeframe. This condition may be met in the first 31 calendar days of the PEBD, or in the 31 calendar days following a DOC.

Note: The wages and hours from multiple jobs can be used to meet the Job Attainment requirements as long as the primary employment designated in CARES has lasted at least 31 calendar days with no interruptions.

Note: The wages and hours from any employee benefits (e.g. vacation/sick/bonus) an individual receives may be used to meet the hours or wages requirement for a Job Attainment claim.

The PEBD or the DOC recorded in CARES must be on or after January 1, 2015.

4. The W-2 Contractor has verified that it has not received another Job Attainment payment for the eligible parent in the 12 months prior to the PEBD or the DOC.

If a Job Attainment has been claimed in the previous 12 months, the system compares the PEBD or DOC of the first Job Attainment to the PEBD or DOC of the second Job Attainment. If the PEBD or DOC is less than 12 months from the new employment, the system will not allow the second Job Attainment.

5. The W-2 Contractor has verified that as of one day prior to the PEBD the individual who obtained the job was enrolled in or was transferred into a work program office associated with the W-2 Contractor that is making the claim (this is determined by contract number).
6. The W-2 Contractor has verified that as of one day prior to the PEBD the eligible parent who obtained the job has an open Employability Plan (EP) and is assigned to the "Actual" phase of a W-2 activity.
7. The W-2 Contractor has verified that either a. or b. below was met:
  - a. If the W-2 case is a one-parent household, as of one day prior to the PEBD, the individual was:
    - Open in the "Actual" phase of an Up-front activity; or
    - Open in a W-2 placement, excluding CMF.
  - or-
  - b. If the W-2 case is a two-parent household, as of one day prior to the PEBD, one of the parents was:
    - Open in the "Actual" phase of an Up-front activity; or
    - Open in any W-2 placement, with one exception; if the individual who obtained the job is also the parent in the W-2 placement, the placement cannot be a CMF.

Note: If a claim is based on an individual's work hours or wages in the 31 days following a DOC, the individual may be in any placement, including CMF, on the DOC.

8. The W-2 Contractor has verified that either a. or b. below was met:
  - a. If the W-2 case is a one-parent household, the W-2 Contractor has verified that:
    - The individual is open in a W-2 placement on the claim initiation date; and
    - If there was a placement one day prior to the PEBD, that placement was part of the same episode as the placement on the claim initiation date.
  - or-

- b. If the W-2 case is a two-parent household, the W-2 Contractor has verified that:
  - One of the parents is open in a W-2 placement on the claim initiation date; and
  - If there was a placement one day prior to the PEBD, that placement was part of the same episode as the placement on the claim initiation date.
9. All submitted verification is scanned in the participant's ECF using the document code POPD prior to the claim being approved.

## **B. Partial Job Attainment**

The Partial Job Attainment outcome payment is payable under the following conditions:

1. The W-2 Contractor has verified that the individual has secured unsubsidized employment that complies with all state and federal labor laws.
2. The W-2 Contractor has verified that a single employment, designated in CARES as the primary employment, has lasted at least 31 calendar days. The average weekly hours of employment as entered on WPEH must be sufficient to qualify for a ½ CSJ (e.g. 15-19 hours a week), There must be a minimum of 64.5 hours during the 31 calendar day timeframe. The W-2 Contractor must provide documentation to verify the hourly requirement has been met, in addition to the wage requirement.

Note: The wages and hours from multiple jobs can be used to meet the Partial Job Attainment requirements as long as the primary employment designated in CARES has lasted at least 31 calendar days.

3. The W-2 Contractor has verified that within 180 days after the PEBD, the individual has earned between \$470 and \$869.99 in gross unsubsidized wages over a 31 calendar day timeframe. This condition may be met in the first 31 calendar days of the PEBD, or in the 31 calendar days following a DOC. The W-2 Contractor must provide documentation to verify the wage requirement has been met, in addition to the hours requirement.

Note: The wages and hours from any employee benefits (e.g. vacation/sick/bonus) an individual receives may be used to meet the wages or hours requirement for a Partial Job Attainment claim.

The PEBD or the DOC recorded in CARES must be on or after January 1, 2015.

4. The W-2 Contractor has verified that it has not received another Partial Job Attainment or a Job Attainment payment for the individual in the 12 months prior to the PEBD or the DOC.
5. The W-2 Contractor has verified that as of one day prior to the PEBD the individual who obtained the job was enrolled in or was transferred into a work program office associated with the W-2 Contractor that is making the claim (this is determined by contract number).
6. The W-2 Contractor has verified that as of one day prior to the PEBD the individual who obtained the job had an open EP and had been assigned to the "Actual" phase of a W-2 activity.
7. The W-2 Contractor has verified that either a. or b. below was met:

- a. If the W-2 case is a one-parent household, as of one day prior to the PEBD, the individual was:
  - Open in the “Actual” phase of an Up-front activity; or
  - Open in a W-2 placement, excluding CMF.
- or-
- b. If the W-2 case is a two-parent household, as of one day prior to the PEBD, one of the parents was:
  - Open in the “Actual” phase of an Up-front activity; or
  - Open in any W-2 placement, with one exception; if the individual who obtained the job is also the parent in the W-2 placement, the placement cannot be a CMF.

Note: If a claim is based on an individual’s work hours or wages in the 31 days following a DOC, the individual may be in any placement, including CMF, on the DOC.

8. The W-2 Contractor has verified that either a. or b. was met:
  - a. If the W-2 case is a one-parent household, the W-2 Contractor has verified that:
    - The individual is open in a W-2 placement on the claim initiation date; and
    - If there was a placement one day prior to the PEBD, that placement was part of the same episode as the placement on the claim initiation date.
  - or-
  - b. If the W-2 case is a two-parent household, the W-2 Contractor has verified that:
    - One of the parents is open in a W-2 placement on the claim initiation date; and
    - If there was a placement one day prior to the PEBD, that placement was part of the same episode as the placement on the claim initiation date.
9. All submitted verification is scanned in the participant’s ECF using the document code POPD prior to the claim being approved.

### **C. Combining Partial Job Attainment with Job Attainment**

W-2 Contractors can earn a Partial Job Attainment and later earn a Job Attainment payment for the same individual. However, if a Partial Job Attainment has been earned, the amount of the Job Attainment outcome payment paid to the W-2 Contractor will depend on the circumstances of the job(s). The following conditions define when W-2 Contractors can earn both a Partial Job Attainment payment and a Job Attainment payment and when they cannot:

1. When a Partial Job Attainment is earned first, the W-2 Contractor can later receive the difference between the Job Attainment amount and the previously paid Partial Job Attainment for the same job if either a. or b. below was met:
  - a. The job that earned the Partial Job Attainment outcome is used along with another part-time job to meet the Job Attainment claim requirements in II.A., above;
  - or-
  - b. The job that earned the Partial Job Attainment outcome has an increase in hours or wages that will meet or exceed the Job Attainment claim requirements in II.A., above.

When a Partial Job Attainment is earned first and the W-2 Contractor later receives the difference between the Job Attainment amount and the previously paid Partial Job



Attainment, the approved claim will not count against the W-2 Contractor's Projected 2015 Performance Outcome Quantity for Job Attainments.

2. When a Partial Job Attainment is earned first, the W-2 Contractor may later receive a Job Attainment if a new job is recorded on CARES screen WPEH, and the job that earned the Partial Job Attainment is not needed to earn the Job Attainment payment.
3. A W-2 Contractor cannot earn a Partial Job Attainment if a Job Attainment payment was earned in the 12 months prior to the PEBD or DOC of the part-time job.

#### **D. Long-Term Participant Job Attainment**

Long-Term Participant Job Attainment is a payment W-2 Contractors can earn by placing hard to employ individuals in jobs. W-2 Contractors can earn the Long-Term Participant Job Attainment outcome payment in addition to the Job Attainment outcome payment for the same individual as long as all requirements are met for both types of payments. The Long-Term Participant Job Attainment outcome payment is not payable for Partial Job Attainments.

To claim a Long-Term Participant Job Attainment outcome payment, the individual must have met either 1. or 2. below:

1. The individual:
  - a. Was carried into a W-2 contract on January 1, 2013 (i.e., was a W-2 participant on both December 31, 2012, and January 1, 2013);
  - b. Has used at least 24 months of the 60 month state W-2 clock as of January 1, 2013; and
  - c. Has used at least 6 months of the 60 month state W-2 clock in calendar year 2012.
- or-
2. The individual:
  - a. Has used at least 24 months of the 60 month state W-2 clock; and
  - b. Has used at least 6 months of the 60 month state W-2 clock in calendar year 2013.
- or-
- c. Has used at least 6 months of the 60 month state W-2 clock in calendar year 2014.

The W-2 Contractor must also verify the following:

1. The individual who obtained employment has met all the requirements for the Job Attainment performance outcome (refer to Section II.A above for Job Attainment requirements).
2. The PEBD or the DOC recorded in CARES must be on or after January 1, 2015.
3. The W-2 Contractor has never received a Long-Term Participant Job Attainment outcome payment for the individual.

#### **E. Job Retention**

To claim a Job Retention outcome payment, the eligible parent must meet the following conditions:

1. The W-2 Contractor has verified that the eligible parent has secured unsubsidized employment that complies with all state and federal labor laws.

2. The W-2 Contractor has verified that employment(s) has lasted at least 93 calendar days with no more than a single interruption of no more than 14 calendar days (the 14 days is included as part of the 93 calendar days) with the interruption followed by at least one calendar day of employment.
3. The W-2 Contractor has verified that either a. or b. below is met from one or a combination of multiple jobs:
  - a. Total hours worked equals or exceeds 330 hours over a 93 calendar day timeframe. This condition may be met in the first 93 calendar days of the PEBD, or in the 93 calendar days following a DOC.
  - or-
  - b. The individual has earned at least \$2,610 in gross unsubsidized wages over a 93 calendar day timeframe. This condition may be met in the first 93 calendar days of the PEBD, or in the 93 calendar days following the DOC.

Note: The wages and hours from any employee benefits (e.g., vacation/sick/bonus) an individual receives may be used to meet the wages or hours requirement for a Job Retention claim.

If the Job Retention claim is based on a DOC, all 93 days need not fall within 180 days after the PEBD; however, the first 31 days following a DOC must fall within the 180 days after the PEBD.

**Example:** The PEBD is January 1, 2015. The DOC does not occur until June 25, 2015. The 31st day after the DOC does not fall within 180 days after the PEBD, therefore, a Job Retention claim cannot be made. If the DOC occurred on June 9, 2015, the 31st day following the DOC would fall within the 180 days after the PEBD and the claim effective date would be September 7, 2015. A claim could be made in this scenario, even though the claim effective date is over 180 days after the PEBD.

The 93 calendar days for a Job Retention claim can be calculated from either the PEBD or the DOC, whichever meets the claim requirements and the W-2 Contractor chooses to use.

The PEBD or the DOC recorded in CARES must be on or after January 1, 2015.

4. The W-2 Contractor has verified that it has not received another Job Retention payment for the individual in the 12 months prior to the PEBD or the DOC.
5. The W-2 Contractor has verified that as of one day prior to the PEBD the individual who obtained the job was enrolled in or was transferred into a work program office associated with the W-2 Contractor that is making the claim (this is determined by contract number).
6. The W-2 Contractor has verified that as of one day prior to the PEBD the individual who obtained the job had an open EP and was assigned to the "Actual" phase of a W-2 activity.
7. The W-2 Contractor has verified that either a. or b. below was met:

- a. If the W-2 case is a one-parent household, as of one day prior to the PEBD, the individual was:
  - Open in the “Actual” phase of an Up-front activity; or
  - Open in a W-2 placement.

-or-

- b. If the W-2 case is a two-parent household, as of one day prior to the PEBD, one of the parents was:
  - Open in the “Actual” phase of an Up-front activity; or
  - Open in any W-2 placement.

Note: If a claim is based on an individual’s work hours or wages in the 93 days following a DOC, the individual may be in any placement, including CMF, on the DOC.

8. The W-2 Contractor has verified that either a. or b. below was met:

- a. If the W-2 case is a one-parent household, the W-2 Contractor has verified that:
  - The individual is open in a W-2 placement on the claim initiation date; and
  - If there was a placement one day prior to the PEBD, that placement was part of the same episode as the placement on the claim initiation date.

-or-

- b. If the W-2 case is a two-parent household, the W-2 Contractor has verified that:
  - One of the parents is open in a W-2 placement on the claim initiation date; and
  - If there was a placement one day prior to the PEBD, that placement was part of the same episode as the placement on the claim initiation date.

9. All submitted verification is scanned in the participant’s ECF using the document code POPD prior to the claim being approved.

### **III. CARES Detail for Initiating a Job-Related Performance Outcome Claim**

This section highlights the three CARES screens the W-2 Contractor must use to initiate any job-related performance outcome claim, including:

- Job Attainment
- Partial Job Attainment
- Long Term Participant Job Attainment
- Job Retention

#### **A. WPEH –Employment History**

WPEH is used to record, maintain, and view an eligible parent’s employment history information. All employment for which a claim is initiated must first be recorded here.

NOTE: W-2 Contractors must also continue to record employment information that does not meet the requirements for a job-related performance outcome payment on this screen.

WPEH		EMPLOYMENT HISTORY		04/30/14 13:58	
				XCT123 A W2FEP	
PIN: 6007729273	OFFICE: 0721	CTY/TRIBE: 53	LAST UPDATED: 11 25 2013		
NAME: WPEH-THIRTEEN TEST					
ENTERED EMPLOYMENT(Y/N): Y JOB TYPE: U UNSUBSIDIZED PJ JA JR LT HW					
BEGIN DATE: 01 15 2014		END DATE: _ _ _ _		CLAIMS: P P	
PROVIDER ID: 0001 STAFF ID: XCT987					
DURATION: _ FULLTIME LESS THAN 30 DAYS _ PARTTIME LESS THAN 30 DAYS					
X FULLTIME 30 DAYS OR MORE _ PARTTIME 30 DAYS OR MORE					
EMPLOYER TYPE: PUBLIC _ PRIVATE X AVG HRS/WEEK: 35 HOURLY WAGE: 12.00					
PAY CODE: HR DATE OF CHANGE IN EMPLOYMENT HOURS OR WAGES: 04 21 2014					
EMPLOYER NAME: DQ _____ EMPLOYER SEQ NUM: 01					
ADDRESS: _____					
CITY: BELOIT _____ STATE: WI ZIP: 53511 _____ DOT: 318					
JOB DUTIES: _____					
REASON FOR LEAVING: _					
MEDICAL BENEFITS: N OTHER BENEFITS: NO					
PF13 WPED PF14 WPOP PF5 REFRESH WPEH					
NEXT TRAN: _____ PARMS: 6007729273 _____ MORE...					

## B. WPEL – Employment History List

For each employment recorded on WPEH, a row containing summary information about the employment is displayed on screen WPEL.

To flag an employment record for a potential job-related performance outcome claim, the worker selects the row on WPEL associated with that employment, either by entering “S” or “X” and pressing the F14 key. This transfers the employment information to screen WPOP – W-2 Job Related Performance Outcome Claim. The employment information that is transferred to WPOP is recorded as the primary employment.

Information that is transferred to WPOP includes:

- Employer Sequence Number,
- Employer Name,
- PEBD,
- Employment End Date (if applicable), and
- DOC (if applicable).

WPEL		EMPLOYMENT HISTORY LIST						04/30/14 13:56 XCT266 A	
W2FEP								OFFICE: 0721	
PIN: 6007729273								COUNTY/TRIBAL UNIT:	
NAME: WPEH-THIRTEEN TEST									
53									
EMPLOYER NAME	SEQ NUM	EE	DATE OF CHANGE	HRLY WAGE	HRS	BEGIN DATE	END DATE	REASON LEAVING	CLM
_ DQ	1	Y		08.00	15	01 15 14			Y
_ DQ	1	Y	03 20 14	10.00	25	01 15 14			Y
_ DQ	1	Y	04 21 14	12.00	35	01 15 14			Y
PF14: WPOP PAGE: 1 NEXT TRAN: _____ PARMS: 6007729273_____									

### C. WPOP – W-2 Job Related Performance Outcome Claim

WPOP is used to initiate a W-2 job-related performance outcome claim. Update access to this screen is limited to workers with FEP and FEP Supervisor profiles. A W-2 Contractor can request multiple types of claims for each eligible parent.

To access this screen, the worker must either:

1. Select a row of employment history on WPEL, using either an "S" or "X", and pressing the F14 key; or
2. Transfer directly to WPOP from an employment recorded on WPEH by pressing the PF14 key.

WPOP	W-2 JOB-RELATED PERFORMANCE OUTCOME CLAIM	11/25/13 14:05
		XCT123 A W2FEP
CLAIM #: 7000000293	INIT WKR: XCT123	INIT DATE: 02 25 2014
STATUS:	STATUS DATE:	ACTN WKR: LAST UPDATE: 11 25 2013
PIN: 7007729291	OFFICE: 0721	CASE MANAGER: XCT123
		FEP: XCT123
PARENT NAME: TEST	WPEH-FOURTEEN	TWO PARENT: N
60 MO CLOCK USED THROUGH 2013: 38		CLOCK USED IN 2012: 5 2013: 11
CASE: 7002607375	PLACEMENT: CSJ	PLACEMENT BEGIN DT: 11 25 2013
AGY ENTRY DT: 11 19 2013	W-2 BEG DT: 11 25 2013	
CLAIM TYPE: PJ PARTIAL JOB ATTAINMENT		CLM EFF DT: 02 19 2014
WPEL EMPLOYER	EMPLOYMENT	EMPLOYMENT
SEQ NAME	BEGIN DT	END DT
PRIM EMP: 01 BURGER KING	01 20 2014	
OTH EMP 1: —		
OTH EMP 2: —		
OTH EMP 3: —		
DT OF CHANGE IN EMP HRS/WAGES:	GRAND TOTAL:	
	87.00	480.00
PF13: WPOV	PF14: WPOL	PF22: PROCESS & CREATE ANOTHER
NEXT TRAN: —	PARMS: 7000000293	PF24: PROCESS & EXIT

#### IV. Conditions Required for W-2 SSI/SSDI Attainment Performance Outcome Payment

W-2 Contractors may earn a payment for assisting eligible parents in pursuing SSI/SSDI. Before initiating a W-2 SSI-related claim in CARES the W-2 Contractor must verify that all required conditions are met, properly recorded in CARES, and verification is scanned into ECF using the document code POPD. Conditions include the following:

1. Verification of eligibility for SSI or SSDI benefits was received.
2. There was an open W-2 placement and the W-2 Contractor provided SSI advocacy services (SD activity must be assigned) for at least 60 days prior to the date the eligible parent became eligible for SSI or SSDI.
3. In a single-parent household, W-2 eligibility and the W-2 placement must be ended in order for the W-2 Contractor to initiate the SSI/SSDI Attainment claim. In a two-parent household, the parent with the SSI/SSDI Attainment claim must not be in a W-2 placement, but the other parent may be in a placement and enrolled in CARES work programs. If the primary person on the W-2 case is awarded SSI/SSDI in a two parent household, which will make the primary person ineligible, the second parent remains eligible and should be placed in the most appropriate placement. The W-2 Contractor should never change the primary person or close a case only to reopen it with the other parent as the primary person.

Note: Multiple SSI/SSDI Attainment claims can be claimed by an agency for the same participant as there are not any time frames used in the SSI/SSDI Attainment outcome payment requirements.

## V. CARES Detail for Initiating a W-2 SSI/SSDI Attainment Performance Outcome Claim

This section highlights the CARES screen the W-2 Contractor must utilize to initiate a W-2 SSI/SSDI Attainment performance outcome claim.

### A. WPOS – W-2 SSI/SSDI Attainment Performance Outcome Claim

WPOS is used to initiate a W-2 SSI/SSDI Attainment performance outcome claim. The first time the screen is accessed, the Claim Date and Claim Worker fields are populated by CARES. After a PIN is entered, and the worker presses the <Enter> key, the remaining fields are populated.

In order to initiate the claim (using the PF24 key):

1. The <SSI Received> and/or <SSDI Received> fields will initially be auto-populated from the Benefits Received screen in CARES Worker Web (CWW). The worker may override these fields if they are incorrect and there is verification scanned into ECF documenting that the eligible parent is receiving the SSI or SSDI benefit.
2. Receipt of advocacy services for at least 60 days is validated through the date the assignment of the SD activity was entered on CARES screen WPCS (not the activity begin date). If an individual who is receiving advocacy services is transferred to a different work program office due to a change in residence, but remains in the same Contract Area, CARES will count the cumulative time the individual received the advocacy services in all work program offices.

WPOS	W-2 SSI PERFORMANCE OUTCOME CLAIM	04/30/14 14:01
		XCT123 A W2FEP
CLAIM #: 7000000252	INIT WKR: XCTA28	INIT DATE: 03 01 2014
STATUS:	STATUS DATE:	ACT WKR: LAST UPDATED: 11 13 2013
PIN: 7007726071	OFFICE: 0721	FEP: XCT123
PARENT NAME: TEST	WPOS-CHANGE	CASE MANAGER: XCT123
		TWO PARENT: N
ELIG BEGIN DATE: 11 13 2013 ELIG END DATE: 02 28 2014 CLM EFF DT: 11 01 2013		
CASE: 7002605879	PLACEMENT: W2T	PLACEMENT BEGIN DT: 11 13 2013
W-2 BEGIN DT: 11 13 2013	W-2 END DT: 02 01 2014	
SSI RECEIVED: Y	SSI MONTH: 112013	VER CD: AW
SSDI RECEIVED: N	SSDI MONTH: _____	VER CD: ____
SD ACTIVITY BEGIN DATE: 11 13 2013		
DATE SD ACTIVITY ENTERED IN CARES: 11 13 2013		
PF13: WPOV PF14: WPOL PF24: PROCESS CLAIM		
NEXT TRAN: _____ PARMS: 7000000252_____		

## VI. CARES Approval Process for Initiated Claims

### A. WPOA – W-2 Performance Outcome Approvers

WPOA is a view-only screen that lists the names and user IDs of the individuals who have been designated as performance outcome claim approvers in each CARES W-2 work program office. Up to 14 approvers may be designated for each work program office. After identifying which W-2 Contractor staff will be designated as performance outcome claim approvers, the W-2 Contractor will submit the Job Access Loan, W-2 Auxiliary Payment and/or Performance Outcome Claim Approval Designation form (DCF-F-2582) to the W-2 Help Desk. The form must be signed or the W-2 Help Desk will be unable to complete the request. The W-2 Help Desk will be responsible for recording the approver's information on WPOA.

WPOA	W-2 PERFORMANCE OUTCOME APPROVERS	12/04/13 14:26
XCT266 A W2FEP		
LAST UPDATED: 05 13 2013		LAST UPDATED BY: JX9311
OFFICE: 0721 ROCK WP BELOIT		
MAXIMUM USERS ALLOWED FOR THE OFFICE: 08		
USER ID	NAME	
JX9311	ROBERT	DEMAALA
XCTA28	KEVIN	CLOUGH
XCTE56	LAURIE	CRUSE
XCTU38	VETHA	CHELLAPPA
XCT266	KEVIN	CLOUGH
XCT862	SHARON	WOLLIN
XTE224	SEGAR	MUTHURAMALINGAM
_____		
_____		
_____		
NEXT TRAN: _____ PARMS: 0721_____ MORE...		

### B. WPOL – W-2 Performance Outcome Claims List

WPOL displays in real time all initiated claims, as well as claims that were approved, withdrawn, and denied within seven calendar days of the current date.

Once an initiated claim has met all validations and has been processed (using the F24 key) on WPOP or WPOS, the initiated claim is displayed on screen WPOL.

A W-2 Contractor employee, who is designated as an approver, will access the WPOL screen to review initiated claims. Before approving a claim, the approver must verify that all conditions have been met and that appropriate verification has been scanned into ECF using the document code POPD. From the WPOL screen, the approver can select an initiated claim (using either "S" or "X" and then pressing the <Enter> key) and return to WPOP or WPOS to review the claim information. After reviewing the claim information and the verification that is scanned into ECF, the approver will transfer to screen WPOV to approve or withdraw the claim.



WPOL		W-2 PERFORMANCE OUTCOME CLAIMS LIST				12/04/13 14:22	
XCT266 A W2FEP							
OFFICE		CLAIM	CLAIM	CLAIM	CLAIM	CLAIM	
NUM	PIN	NUMBER	TYPE	INIT DATE	STATUS	STATUS DATE	
0811	4007177252	7000000211	SI	06 01 2013			
5553	8007726497	7000000254	SI	03 01 2014			
0721	7007729291	7000000295	JR	08 25 2014	AA	09 01 2014	
0721	7007731783	7000000301	PJ	02 14 2014	AA	06 10 2014	
0721	537731868	7000000300	JA	05 10 2014	AA	05 11 2014	
0721	8007729313	7000000297	JA	04 30 2014	AA	05 10 2014	
0721	6007729273	7000000292	JA	04 25 2014	AA	05 03 2014	
0721	7007729291	7000000294	JA	04 15 2014	AA	05 03 2014	
0721	887731868	7000000299	PJ	03 15 2014	W1	04 01 2014	
0721	1007731885	7000000298	PJ	03 01 2014	AA	03 10 2014	
0721	7007731783	7000000307	JA	03 10 2014	AA	03 10 2014	
0721	5007731749	7000000309	JA	03 10 2014	AA	03 10 2014	
0721	1007297051	7000000245	HW	06 05 2013	AA	03 03 2014	
0811	647072180	7000000196	JR	02 05 2014	W1	02 05 2014	
0721	7007296980	7000000243	JA	06 01 2013	AA	02 03 2014	

PF13 WPOV  
 NEXT TRAN: \_\_\_\_\_ PARMS: \_\_\_\_\_ MORE...

### C. WPOV – W-2 Performance Outcome Claim Approval/Review

WPOV is the final screen in the claims approval process. On this screen an approver may either approve or withdraw a claim. Upon approving a claim on this screen, the claim is scheduled for payment.

A withdrawal of a claim may be done by the W-2 Contractor approver or through a batch process in CARES. A batch process will withdraw an initiated job-related performance outcome claim in the following circumstances:

1. When the eligible parent's W-2 placement is ended through a batch process because the W-2 eligibility case has been closed for 60 days; or
2. When the eligible parent's W-2 placement is ended through a batch process because a W-2 time-limit extension has ended; or
3. When an individual has reached 24 or 60 months and no extension has been granted.

WPOV has two user views. The top half of the screen is used by the W-2 Contractor to approve or withdraw the claim. The bottom half of the screen will only be viewable by the state adjudicator who will review claim details and verification either before or after payment for the claim has been made.

State adjudicators will review claim details in CARES and the verification scanned into ECF using the document code POPD. The state adjudicator will enter validation codes into the <Review Status> field on the state section of WPOV. If during this state adjudication process, the state adjudicator determines that a claim is not valid, the "Claim Status" field will be changed from approved to denied on WPOV.

If the claim is denied after it has already been paid to the W-2 Contractor, DCF will decrease the next payment by the amount already paid for the denied claim. If the claim is denied before the date of the report that determines payments to the W-2 Contractor (i.e., denied the same month it is approved by the W-2 Contractor), then the outcome payment associated with the denied claim will not be paid to the W-2 Contractor.

```

WPOV                PERFORMANCE OUTCOME CLAIM APPROVAL/REVIEW          11/25/13 14:03
                                   XCT123 A W2FEP
PIN: 7007729291      OFFICE: 0721      LAST UPDATED: 11 25 2013
CASE MANAGER: XCT123      FEP: XCT123
PARENT NAME: TEST        WPEH-FOURTEEN

CLAIM #: 7000000295      CLAIM TYPE: JR
CLAIM INIT DATE: 08 25 2014  CLAIM WORKER: XCT987

CLAIM EFFECTIVE DT: 06 10 2014
CLAIM STATUS: AA        CLAIM STATUS DATE: 09 01 2014      ACTION WORKER: XCT123

PF13: WPOP    PF14: WPOS    PF15: WPOL
NEXT TRAN: _____  PARS: 7000000295_____  MORE...
  
```

## VII. Claim Initiation and Approval Deadlines

There are timeframes in which the W-2 Contractor must initiate and approve performance outcome claims. Below is the description of those timeframes for each claim type.

**A. Job Attainment, Partial Job Attainment, and Long-Term Participant Job Attainment:**

For Job Attainment, Partial Job Attainment, and Long-Term Participant Job Attainment, the claim may be initiated in CARES no earlier than the Claim Effective Date. For job-related claims, the Claim Effective Date field is auto populated by CARES on WPOP. The Claim Effective Date is the 31st day after the PEBD or DOC that was used for the basis of the claim.

The claim must be initiated and approved by the W-2 Contractor in CARES by March 31st of the year following the year of the PEBD or the DOC

**Example:** If the date of employment is June 30, 2015, and the participant is still employed on July 30, 2015, and all other conditions are met for the performance outcome, then the performance outcome Claim Effective Date is July 30, 2015. The W-2 Contractor has until March 31, 2016, to initiate and approve the Job Attainment claim in CARES.

The performance outcome payment will be applied to the performance outcome contract amounts for the funding period in which the PEBD or the DOC occurred. In the example above, payment would be applied to the 2015 contract amounts.

## **B. Job Retention**

For Job Retention, the claim may be initiated in CARES no earlier than the Claim Effective Date. For Job Retention claims, the Claim Effective Date is auto populated by CARES on WPOP. The Claim Effective Date is the 93rd day after the PEBD or DOC that was used as the basis of the claim.

The claim must be initiated and approved by the W-2 Contractor in CARES by June 30th of the year following the year of the PEBD or DOC.

**Example:** If the date of employment is October 20, 2014 and the participant is still employed on January 20, 2015 (93rd day of employment), and all other conditions are met for the performance outcome, then the performance outcome Claim Effective Date is January 20, 2015. The W-2 Contractor has until June 30, 2015 to initiate and approve the Job Retention claim in CARES.

The performance outcome payment will be applied to the performance outcome contract amounts for the funding period in which the PEBD or DOC occurred. In the example above, payment would be applied to the 2014 contract amounts.

## **C. SSI/SSDI Attainment**

For SSI/SSDI Attainment, the claim may be initiated in CARES no earlier than the Claim Effective Date. For SSI/SSDI Attainment claims, the Claim Effective Date is auto populated by CARES on WPOS. The Claim Effective Date is the first day of the SSI or SSDI begin month (whichever is earlier).

The claim must be initiated and approved by the W-2 Contractor in CARES by March 31st of the year following the year of the Claim Effective Date.

**Example:** If the first day of the SSI begin month is June 1, 2015, then the performance outcome Claim Effective Date is also June 1, 2015. The W-2 Contractor has until March 31, 2016 to initiate and approve the SSI/SSDI Attainment claim in CARES.

The performance outcome payment will be applied to the performance outcome contract amounts for the year in which the Claim Effective Date occurred. In the example above, payment would be applied to the 2015 contract amounts.

# **VIII. Emergency Assistance Timely Processing Performance Outcome Payments Overview**

The W-2 Contractor will be paid for each Emergency Assistance (EA) application that is correctly processed within five working days from the date the W-2 Contractor receives the EA application. The W-2 Contractor must process EA applications according to policy and procedures outlined in the [EA Manual](#).

## **A. Requirements for EA Timely Processing Performance Outcome Payments**

The EA Timely Processing Performance Outcome Payment is payable under the following conditions:

1. The W-2 Contractor has verified eligibility per EA policy, and has entered the EA application in the Emergency Assistance Tracking System (EATS) within five working

days after the date the W-2 Contractor received the EA application. Day one of the five working days is the day after the completed application is received by the W-2 Contractor.

- a. The W-2 Contractor has entered the EA application in EATS with an 'Approved' status or with a 'Denied' status using one of the 'Denied' reasons listed in EATS.
  - b. The W-2 Contractor has finalized the EA application by clicking the 'Confirm' button in EATS within five working days after the date the W-2 Contractor received the EA application.
2. EA applications that are entered in EATS with an EA application date on or after January 1, 2015, may be eligible for an EA Timely Processing Performance Outcome Payment.
  3. If a W-2 Contractor processes more than one EA application for an individual with the same EA application date, only one application may qualify for an EA Timely Processing Performance Outcome Payment.

#### **B. EA Timely Processing Performance Outcome Calculation**

DCF will determine whether an EA application has been processed within five working days after the completed application was received by the W-2 Contractor by comparing the EA application date and the EATS 'Confirm' date. The EA application date is entered in EATS by the W-2 Contractor (this is the date on which the W-2 Contractor received the EA application). The 'Confirm' date is generated by EATS when the W-2 Contractor finalizes an EA application by clicking the 'Confirm' button in EATS.

#### **C. EA Timely Processing Performance Outcome Reports**

EA application information and EA Timely Processing performance outcome reports are available in Webl. DCF will generate a monthly report in Webl, EA Report 10: Emergency Assistance Monthly Timely Processing Details, which will identify all approved and denied EA applications that meet the EA Timely Processing performance outcome conditions for the month. EA Timely Processing Performance Outcome Payments will be generated according to the schedule of [Claims and Payment Calendar 2015](#).

The W-2 Regional Coordinators in the balance of state and the Regional Administrators in Milwaukee will be conducting comprehensive onsite EA monitoring in 2015. All EA cases that received an EA Timely Processing Performance Outcome Payment in 2015 may be reviewed. If a W-2 Regional Coordinator or Administrator determines that an EA application was not processed according to the policy and procedures outlined in the EA Manual, even though the application may have been entered into EATS timely, the EA Timely Processing Performance Outcome Payment will be recouped.

#### **D. EA Timely Processing Performance Outcome Take-Back**

When a W-2 Contractor is paid the EA Timely Processing Performance Outcome Payment based upon timely entry in EATS, but DCF determined upon review of the documentation for the application that the application was not processed correctly according to EA policy, DCF will take back the EA Timely Processing Performance Outcome Payment received by the W-

2 Contractor for that application. A take-back will be processed for reasons including, but not limited to, the following:

1. The EA application and documentation file is not available for case review or is not provided by the W-2 Contractor for review by DCF.
2. The documentation does not match information entered into EATS in regard to dates, indicating that the W-2 Contractor did not process the application timely.
3. The W-2 Contractor did not issue the EA payment within five working days of the EA application date AND the W-2 Contractor did not document a Payment Delay Exception.
4. The W-2 Contractor did not correctly verify eligibility (examples are verification of a dependent child residing in the home, or not verifying household income). Eligibility items which are subject to interpretation, such as determination of a financial crisis, are not subject to a take-back of the EA Timely Processing Performance Outcome Payment.

## Section 4: Quarterly Incentive Payments

### I. Quarterly Work Participation Rate Incentive Payments

#### A. 50% All Families Rate

DCF is required to meet the Federal Temporary Assistance for Needy Families (TANF) Work Participation Rate (WPR) on an annual basis. W-2 Contractors who meet the quarterly Federal All Families WPR of 50% for the geographical area will be eligible for an incentive payment. DCF will pay the WPR incentive payment quarterly. Payments will be generated according to the [Claims and Payment Calendar 2015](#).

DCF will determine the W-2 Contractor's quarterly Federal All Families WPR according to TANF guidelines. The W-2 Contractor is not required to submit a verified claim to be paid a WPR quarterly performance payment. No payments will be made for any quarter in which the W-2 Contractor does not meet the 50% level.

In its sole discretion, DCF may at the end of the federal reporting year make a payment to the W-2 Contractor of previously unearned Quarterly Performance Payments if the W-2 Contractor meets the Federal All Families WPR of 50% for the year.

#### B. Work Participation Rate Improvement

W-2 Contractors can earn an incentive payment for improving their WPR from one quarter to the next. The baseline from which improvement will be measured will be the W-2 Contractor's highest quarterly WPR achieved in the prior year or 35%, whichever is higher. After the baseline has been established, the WPR improvement percentage must increase by the percentages listed below for each of the quarters in 2015.

The minimum percent improvement required to earn this incentive is detailed below.

WPR Baseline	Improvement Percentage
35% - 39%	1.58%
40% - 44%	1.45%
45% - 49%	1.33%

50% - 54%	1.20%
55% - 59%	1.08%
60% - 64%	0.95%
65% - 69%	0.83%
70% - 74%	0.70%
75% - 79%	0.58%
80% - 84%	0.45%
85% - 89%	0.33%
90% - 94%	0.20%
95% - 100%	0.08%

Example: The highest quarterly WPR achieved in 2014 by the W-2 Contractor is 36%. This establishes the baseline from which the WPR improvement for 2015 will be measured. For quarter one in 2015, the W-2 Contractor achieves a WPR of 38%. The W-2 Contractor will have earned the WPR incentive payment, as their WPR improvement percentage was at least 1.58%. For quarter two in 2015, the W-2 Contractor must achieve a WPR of at least 39.58% in order to earn the WPR incentive payment. The W-2 Contractor achieves a WPR of 41%, earning the W-2 Contractor the WPR incentive payment. For quarter three, the W-2 Contractor will need to improve their WPR by at least 1.45% in order to earn the incentive payment. The W-2 Contractor achieves a WPR of 42%, not a sufficient enough improvement to earn the WPR incentive payment. For quarter four, the W-2 Contractor will again need to improve their WPR from quarter two by at least 1.45%. The W-2 Contractor achieves a WPR of 42.5%, earning the W-2 Contractor the WPR incentive payment.

## II. Federal Work Participation Requirements

DCF will generate monthly and quarterly reports in WebI , CORE Report 03: Work Participation Rates Summary for CORE Input Report Calendar Quarter and WPR Report 01: Work Participation Rates Summary by Contract Agency, which will calculate the TANF WPR. These reports will contain all families including two parent families and single parent families. WPR calculation is based on worker-entered data in CARES. (See Section III. below for further information). A family with one or more work-eligible individuals is included in the overall WPR, unless explicitly disregarded. (See Section II, D. below for further information on disregarded participants.)

### A. Core Activities

In general, in order for a CSJ or W-2 T participant to meet the TANF work participation requirement, s/he must participate in a minimum of 20 hours of Core activities per week. These 20 hours do not include hours in which a participant was sanctioned for non-participation. While W-2 good cause policy does not limit the number of hours a participant may receive good cause for non-participation, there are limits on the number of good cause hours that may be counted towards the TANF work participation requirement. The Department will keep track of reportable hours through its federal reporting data system. (See F. below for more detail on how good cause hours are counted for federal work participation)

Core activities, as defined in TANF regulations, that count toward meeting the 20-hour requirement may include participation in any of the following:

1. Working Full-Time (WF) or Working Part-Time (WP).
2. Work Experience (WE).

3. Paid Work Experience in the Private Sector, Not Funded by TANF (SZ) and Paid Work Experience in the Public Sector, Not Funded by TANF (SW).
4. Job Skills Training (JS) by itself or combined with Vocational Adult Basic Education (VA), Vocational English-as-a-Second-Language (VE), or Vocational Literacy (VL). This activity may count as a Core activity for no more than 12 months during the lifetime of participation. The 12 months need not be consecutive.
5. Technical College (TC) and Technical College Study Time (TT). These activities may count as a Core activity for no more than 12 months during the lifetime of participation. The 12 months need not be consecutive.
6. Activities that fall under the Federal definition of Job Search and Job Readiness. These activities may count toward the 20 hour per week requirement for no more than 240 hours for a single parent of a child under age six and 360 hours for all other work-eligible individuals. Hours may be counted for no more than 4 consecutive weeks. The timeframe for these limits is the preceding 12 months. These activities include:
  - a. Disability and Learning Assessment (AD)
  - b. AODA Counseling (CA)
  - c. Career Planning & Counseling (CE)
  - d. Occupational Testing (OC)
  - e. Mental Health Counseling (CM)
  - f. Employment Search (ES)
  - g. Job Readiness/Motivation (MO)
  - h. Mental Health Assessment (AM)
  - i. AODA Assessment (AA)
  - j. Physical Rehabilitation (PR)
  - k. Life Skills (LF)
  - l. Physicians Assessment (AL)
  - m. Career Advancement Services (CR)
  - n. Job Retention Services (JR)
  - o. Mentor/Coach (MN)

-or-

7. Assignment to a combination of any of the activities listed in 1. through 6. above.

## **B. Non-Core Activities**

Along with the 20 hours per week of Core activities, CSJ and W-2 T participants whose youngest child is age 6 or older must participate in 10 or more hours of additional Core or Non-Core activities, as defined in TANF Regulations. Non-Core activities may include:

1. Adult Basic Education (BE)
2. English-as-a-Second Language (EL)
3. Literacy Skills (LS)
4. General Educational Development – GED (GE)
5. High School Equivalency Diploma – HSE (HE)
6. Regular School – K through 12 (RS)

## **C. Teen Parents**

Teen parents ages 18 and 19, who do not have a high school diploma, may meet their work participation requirement either through the combination of Core and Non-Core activities described above, or through participation in activities that fall under the federal definition of Satisfactory School Attendance. These activities include:

1. General Educational Development – GED (GE)
2. High School Equivalency Diploma – HSE (HE)
3. Regular School – K through 12 (RS)

For Satisfactory School Attendance, the TANF regulations do not require a specific assignment of hours. Participants must demonstrate that they are making progress towards completion of their diplomas.

#### **D. Disregarded Participants**

The following participants are disregarded (not included in the denominator) from the monthly TANF WPR:

1. CSJ and W-2 T participants who are caring for a disabled family member are disregarded from the TANF WPR. In order to be excluded, the participant must be assigned to one of two CARES activities, Caring for Disabled Child (CD) or Caring for Other Family Member (CF).
2. CMC, CSJ and W-2 T participants who are a single custodial parent with a child under 12 months of age are disregarded from the TANF WPR. There is a 12-month lifetime limit on disregarding a family for this reason.
3. Participants who do not meet the work participation requirement in a month due to a sanction (non-participation without good cause) may be disregarded up to 3 months. The three months need not be consecutive. The timeframe for calculating the 3-month limit is the preceding 12 months.

#### **E. Two Parent Households**

For federal reporting, a two-parent household is defined as two adults with a child in common with neither parent being disabled or caring for a disabled family member. At least one parent in a two-parent household must meet the TANF Work Participation requirements described in A. through C. above. In addition, two-parent households must meet a two-parent work participation requirement:

1. Two-parent households that are receiving federally funded child care must participate in at least 55 hours of activity, at least 50 of which must be Core activities.
2. Two-parent households that are not receiving federally funded child care must participate in at least 35 hours of activity, at least 30 of which must be Core activities.

#### **F. Good Cause Hours**

When calculating the TANF WPR, hours of non-participation that are determined to have good cause may count as participation within the following parameters:

1. No more than 80 hours of good cause may be counted as participation. The timeframe for the 80-hour limit is the preceding 12 months.
2. Hours that are missed due to the following holidays may be counted as participation:
  - a) New Year's Day
  - b) Birthday of Martin Luther King, Jr.
  - c) Memorial Day



- d) Independence Day
- e) Labor Day
- f) Thanksgiving Day
- g) Day after Thanksgiving Day
- h) Christmas Eve Day
- i) Christmas Day
- j) New Year's Eve Day

3. Good cause hours counted as participation may not exceed 16 hours in a calendar month. Holidays are not considered in this limit.

### **III. CARES Screens Relevant to the Federal Work Participation Calculation**

Wisconsin maintains a federal reporting database (FReD) which pulls data from CARES to calculate the Federal WPR. The following CARES screens provide data for the calculation:

- A. WPWW – WISCONSIN WORKS INFORMATION.** The participant's W-2 placement type (e.g., CSJ, W-2 T, CMC) is recorded on this screen.
- B. WPNH - NON-PARTICIPATION HISTORY and WPNP - NON-PARTICIPATION HISTORY LISTING.** These screens capture non-participation and good cause determinations.
- C. WPCH - COMPONENT/STATUS HISTORY and WPCS – CREATE/UPDATE COMPONENT/STATUS.** The participant's activities are assigned and tracked until completion on these screens.

## **Section 5: W-2 Contractor Performance Rates Incentive Payments**

DCF will pay a one-time Performance Rate Incentive Payment to the W-2 Contractor who has the highest performance rate in either balance of state or Milwaukee for any one or more of the following: Job Attainment, Job Retention, or Long-Term Participant Job Attainment. A payment will be made to the W-2 Contractor in the balance of state with the highest rate for one or more categories among all balance of state W-2 Contractors based on 2015 performance. A payment will be made to the W-2 Contractor in Milwaukee with the highest rate for one or more categories among all Milwaukee W-2 Contractors based on 2015 performance.

- I. Job Attainment Performance Rate**  
DCF will calculate this rate using the unduplicated annual case count total in the denominator and total job attainments for the year in the numerator.
- II. Job Retention Performance Rate**  
DCF will calculate this rate using the unduplicated annual case count total in the denominator and total job retentions for the year in the numerator.
- III. Long-Term Participant Attainment Performance Rate**  
DCF will calculate this rate using the long term participant pool in the denominator and long-term participant job attainments for the year in the numerator.

## **Section 6: Glossary of Terms:**

**Agency Approved Claim** – An initiated claim that the agency has approved in the CARES system.

**Claim** – A request for payment for a performance outcome.

**Date of Change** – A change in hours or wages for an employment sequence within 180 days of the Primary Employment Begin Date.

**Denial Recommendation** – A claim recommended for denial by DCF reviewers.

**Denied Claim** – A verified claim or a pending claim which DCF has declined payment of.

**Disallowed Claim** – A paid claim that DCF determined after payment to be ineligible.

**Initiated Claim** - A claim submitted to DCF by the W-2 Contractor for review using established procedures and within time deadlines for submission.

**Interruption** – A break in employment due to a layoff, a leave of absence, medical leave, or reassignment

**Paid Claims** – A submitted claim for which the W-2 Contractor has received a payment.

**Performance Based Contracting** – An approach that focuses on developing strategic performance metrics and directly relating contracting payment to performance against these metrics.

**Primary Employment Begin Date** – The Primary Employment Begin Date is the first date for which the participant was paid by the employer

**Performance Outcome Payments** – After receiving reporting of W-2 Contractor expenses (CORE expenditure reports), DCF will pay the contractor an agreed upon amount for each performance outcome attained.

**Questioned Claim** – A claim that has been reviewed by DCF and determined to be lacking in the documentation necessary for DCF to validate a claim.

**Submitted Claim** – An W-2 Contractor approved claim in the CARES system at 9:00 p.m. on the last calendar day of the month. Claims submitted after the last calendar day of the month will be applied to the next month.

**Substantiated Claim** – A claim that was questioned and the W-2 Contractor supplied the necessary documentation needed for DCF to subsequently validate the claim.

**Verified Claim** – A claim that the W-2 Contractor has evaluated for supportive documentation and made a determination that the claim establishes the eligibility requirements for a claim.

**Withdrawn Claim** – A claim that the W-2 Contractor withdrew before or after payment.